



**Town of Arlington, Massachusetts**  
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## **11\_12\_13 minutes**

Park and Recreation Commission  
Minutes  
Tuesday, November 12, 2013 @ 7:00 PM  
Approved

The Park and Recreation Commission came to order at 7:00 PM on the first floor of the Arlington Senior Center on Tuesday, November 12, 2013.

Members in attendance included: Leslie Mayer, Shirley Canniff, Don Vitters, Jim Robillard, Jen Rothenberg, Peter Hedlund and Elena Bartholomew. Also in attendance was Director of Recreation Joseph Connelly.

Members from the public: Stacie Smith and Roly Chaput

### **Approval of Minutes**

Ms. Canniff motioned to approve the minutes of October 8, 2013 as amended, Mr. Vitters seconded and approved 3-0-1 (Ms. Rothenberg not yet present).

Ms. Canniff motioned to approve the minutes of October 22, 2013, seconded by Mr. Robillard and approved 4-0-1 (Ms. Rothenberg not yet present).

### **Open Forum – Public Comments**

No public comments.

### **Commission Goals and Objective Discussion – Stacie Smith**

Stacie Smith from the Consensus Building Institute presented her findings and recommendations after doing a commission assessment. Ms. Smith gave an overview, talked about mission and goals, strengths and opportunities. Ms. Smith talked about the structure of the Commission and gave suggestions on ways to improve.

Her recommendations were to develop an Organizational Charter and develop a refined mission statement, set yearly goals and objectives, articulate roles and responsibilities, improve cooperative relations with other commissions, departments, groups and users. She would like to hold a half day meeting to develop these goals.

The Commissioners all agreed a half-day facilitated meeting should be set up after the first of the year. Mr. Connelly will ask Ms. Smith to put together a draft outline.

### **Policy Handbook – Review Banner and Gifting Policy drafts**

Mr. Connelly distributed a Policy Handbook.

Mr. Connelly asked that the Commission review the Banner Policy Draft. Mr. Connelly and Ms. Canniff will come up with a revised draft based on feedback. Mr. Connelly will put this on the agenda for discussion at the next meeting. Mr. Connelly will also put together a list of Park and Recreation properties.

The Gifting Policy was discussed and changes will be made in the language regarding the Recognition Plaques. The Recognition Plaques may be placed on donated items. The size of the standard tree label must be approved by the Tree Committee. The location of any donated item should be approved by the Commission. Mr. Connelly will update the policy and distribute at the next meeting for a vote.

### **Capital Improvement Project Update**

**Florence Avenue Playground** – The playground is mostly completed with a few items to be finished in the Spring.

Mr. Connelly received some great feedback.

Mr. Connelly did receive a complaint with regard to the zip-line not being fenced in. Children are walking through the area while the zip-line is being used. The Commission will keep an eye on the situation to see if the problem lessens when the newness of the zip line wears off.

The posts on the swing set appear unstable. John Taylor, the sales representative from M.E. O'Brien will come to the park after 2:30 on a weekday to look at the posts. A suggestion was made to find out where the same swing set is installed to see if they are operating the same way.

**Hibbert and North Union** - Hibbert and North Union Public Hearing Notices were sent out. The public hearing for Hibbert will take place on November 18, 2013 and the public hearing for North Union will take place on November 21, 2013.

The meeting minutes from the first public hearings are online. Mr. Connelly will forward to the Commissioners.

**ADA Study** – Two bids were received; The Institute for Human Centered Design and Disability Access Consultants. Commissioners agreed to go with Institute for Human Centered Design, based out of Boston. Mr. Connelly will open up the price bids this week.

### **Special Requests**

No Special Requests.

### **Off Leash Dog Review**

No Report.

### **Rink and Recreation Update**

**Art Rocks at Menotomy Proposal** – The first art exhibition call for entries was discussed. It will take place from May 10, 2014 to May 31, 2014. This will be a pilot temporary installation.

Ms. Rothenberg motioned to approve, seconded by Ms. Canniff and approved 5-0.

**Res Pass Changes** – Mr. Connelly proposed that the cost of Reservoir passes for the season be the same for residents and non-residents. The day pass charge will be the same every day of the week and weekend.

Season Pass - \$135.00

Daily Pass - \$5.00

Ms. Canniff motioned to approve the changes, seconded by Mr. Vitters and approved 5-0.

**Commission Liaison Reports:**

Mr. Connelly and Ms. Rothenberg had a productive Friends of Parks Meeting. They discussed how the different friends groups can help one another. A combined fundraising event was proposed and will be planned.

Ms. Mayer and Mr. Vitters attended a Master Plan Input Meeting. They asked the Commissioners to send feedback to the Planning Department on the master plan goals and visions.

**Other**

**Memorial Tree for Brian Murray**

A proposed location for the Memorial Tree for Brian Murray was discussed. Mr. Roly Chaput asked the Commission to take a look at the proposed location as it doesn't line up with the other trees. Mr. Connelly will mark the location so the Commissioners can go out and take a look.

Ms. Rothenberg motioned to adjourn, seconded by Mr. Vitters and approved 5-0. The meeting was adjourned at 9:20 PM.

Respectfully Submitted:  
Joseph Connelly, Director of Recreation